

Minutes of the Veneta City Council

February 13, 2012

Present: Mayor Sharon Hobart, Brittany Boothe, Thomas Cotter, Marion Esty, and Sandra Larson

Others: Brian Issa, Community Services Director; Shauna Hartz, Finance Director; Kyle Schauer, Public Works Superintendent; Chris Workman, City Recorder/Human Resources and Risk Management Administrator; Kay Bork, Associate Planner; Darci Henneman, Assistant City Recorder; Laurel Laing, and Michelle Ossowski, Fern Ridge Review

Mayor Hobart called the Veneta City Council to order at 7:02 p.m.

1. PUBLIC COMMENT

Laurel Laing, 88120 Ruby Jean Ln., PO Box 1304, Veneta, OR

Ms. Laing asked Council members if there is a City ordinance that addresses driving golf carts on City streets. She called the Oregon Department of Motor Vehicles to register or license the vehicle and was told it wasn't necessary but she should contact her city government for more specific laws.

Mayor Hobart directed staff to look into any City ordinance that addresses this question and to follow up with Ms. Laing.

2. CONSENT AGENDA

MOTION: Thomas Cotter made a motion to approve the consent agenda as presented. Marion Esty seconded the motion.

Vote: Marion Esty, aye; Thomas Cotter, aye; Mayor Hobart, aye; Sandra Larson, aye; and Brittany Boothe, aye.

The consent agenda as approved included City Council Minutes for January 9, 2012, Accounts Payable through February 7, 2012, and the Public Works Activity Report for January 2012.

3. DEPARTMENT REPORTS

a. FROM MAYOR/COUNCILORS

(1) Annual Tree City USA Arbor Day Proclamation

MOTION: Thomas Cotter made a motion to approve the 2012 Arbor Day Proclamation. Marion Esty seconded the motion which passed with a vote of 5-0.

(2) Request from Veterans of Foreign Wars (VFW), Ladies Auxiliary Junior Girls Unit to waive the Community Center Rental Fee

Ms. Laing is a member of the VFW Ladies Auxiliary Post 293 and is the Chair of its Junior Girls Unit. She is also working on opening an auxiliary post in Veneta, Post 9448, and would like the Junior Girls to move to the Veneta Post by mid summer of 2012. Over the last three years, Ms. Laing and the Junior Girls Unit have been using the Community Center once a month with the impression that the City Council had already waived the rental fee. Tonight she is formally requesting the Council to waive the Community Center rental fee so the Junior Girls Unit can continue to meet once a month and possibly twice a month in March. The Junior Girls are very active in the community. Currently, they are preparing to present 600 pairs of undergarments to past military homeless and low income women. The girls travel to

various schools and teach flag etiquette, hand out flags, help Santa hand out presents to children at Christmas time, and serve cookies and punch to residents at area retirement homes. Every year they make a quilt to raffle off and they need a place to have their meetings.

In response to a question from Mayor Hobart, Ms. Laing said the group meets one day a month but in March they will meet twice.

MOTION: **Thomas Cotter made a motion to approve waiving the Community Center rental fee for one day a month and at times possibly two days per month. Marion Esty seconded the motion which passed with a vote of 5-0.**

b. COUNCIL/COMMITTEE LIAISONS

Brittany Boothe said she attended her first Park Board meeting as the City Council liaison. The Park Board had a lengthy discussion regarding the Earth/Arbor Day celebration in partnership with Veneta Elementary. A subcommittee was formed to update the Park Board Work Plan for presentation to the Council in March. Planning for the Easter Egg Hunt is on track. While at the meeting, she asked the Park Board if they would be interested in hosting a scavenger hunt at the 50th Anniversary Celebration. The Park Board agreed and placed the event on their March meeting agenda for discussion. Brittany Boothe said the 50th Anniversary Celebration subcommittee will also discuss the Park Board hosting the scavenger hunt at the celebration.

Sandra Larson said the art subcommittee of the 50th Anniversary Celebration continued planning for the photo exhibit and the steering committee will meet soon. The School Board voted to accept approximately 390 students in the new open enrollment program for the upcoming school year. The school district remains optimistic about those numbers. The surplus property issue was not discussed.

Mayor Hobart said the 46th Annual Distinguished Service Awards (DSA) will be April 19th at Elmira High School. Yesterday she sent a notice to all participating organizations. She said she is hopeful there will be more nominations and said there are many people in our community that give their time, energy and effort and should be honored at a public venue. She encouraged people to submit their nominations and said a flyer will be included in the Fern Ridge Review.

Marion Esty thanked Brittany Boothe for being absent so she could attend the last 50th Anniversary Steering Committee meeting; she said she was happy to be included. She said tomorrow is the LCOG Senior Services Board meeting where a recap of the legislative session will be provided.

4. STAFF REPORTS

- a. Finance Director.....Shauna Hartz
(1) Approve Budget Schedule

Shauna said she has targeted April 19th for Council members to receive the proposed budget documents and the City of Veneta and Urban Renewal Agency Budget meetings are scheduled for May 3rd and May 17th. She asked Council members to approve the dates. She also indicated a letter will be sent to the community budget members for their information.

Mayor Hobart said those dates work fine.

(2) Residential Lease Agreement for Larson Property

Shauna said there were a few minor changes to the lease documents: Verbiage was added to reference that only the residential dwelling and 1/2 acre of the yard will be leased, an updated photo of the house and yard (Exhibit A) was included, the paragraph addressing a security deposit was removed since the lease did not require a security deposit, and legal counsel suggested adding the following language to the last sentence on page 7 "Lessees also acknowledge that flood water might affect accessibility to the dwelling".

In response to a question from Mayor Hobart, Shauna said rental income from the property will go into the sewer fund.

In response to a question from Brittany Boothe, Shauna said the intent was that once the property was acquired, the City would rent the house. Renting to someone who is familiar with the activity that will take place on the property is an added benefit.

Mayor Hobart said Brittany Boothe was traveling when this issue came before the Council a few months ago.

In response to a question from Brittany Boothe, Shauna said the rent amount was established by performing a rent analysis and taking into consideration the caretaking responsibilities expected.

Mayor Hobart said it made sense to rent the house to Kyle to act as caretaker because of his knowledge of the activities that will be taking place on the property.

MOTION: Thomas Cotter made a motion to approve the residential lease at 88658 Territorial Rd. Brittany Boothe seconded the motion which passed with a vote of 5-0.

- b. City Recorder/HR and Risk Management Administrator.....Chris Workman
(1) **Resolution No. 1078 - A RESOLUTION ADOPTING THE CITY OF VENETA FLEET SAFETY POLICY**

Chris followed CIS's best practices as a template to create a Fleet Safety Policy. He said City staff will benefit from having a written Fleet Safety Policy in place for training and reference purposes. The policy establishes minimum criteria for driving City vehicles and/or driving while on duty, explores safe driving practices, and explains the procedure for employees to follow in case of an accident. This policy will be the basis for fleet safety training for City staff and will also be used by management to better explain the City's policy to City employees. Chris said after the packets were delivered, legal counsel suggested the employee acknowledge receipt should be replaced to include more detailed information. He asked Council members to approve Resolution 1078 tonight without the final page containing the employee acknowledgement receipt.

In response to a question from Mayor Hobart, Chris said the City should see about a \$5,000 discount on our insurance premiums.

MOTION: Thomas Cotter made a motion to approve Resolution 1078 as amended. Marion Esty seconded the motion which passed with a vote of 5-0.

- c. Public Works Superintendent..... Kyle Schauer
(1) **Resolution No. 1070** - A RESOLUTION DECLARING CITY ITEMS AS SURPLUS
PROPERTY AND INDICATING INTENT AND METHOD FOR DISPOSAL OF SUCH
PROPERTY

Kyle said there was a slight change to Resolution 1070. He provided an updated copy of Resolution 1070 to include the following language in Section 2. "... by any means authorized by Public Contracting Rules Exemption #16". He said Exhibit A is a list of items that have been stored for a very long time and are no longer of any use. Resolution 1070 is in an attempt to do some clean up.

In response to a question from Mayor Hobart, Kyle said he and his staff will do their best to sell items of value but the majority of the items will be recycled or disposed of by means outlined in the public contracting rules.

MOTION: Thomas Cotter made a motion to approve Resolution 1070. Brittany Boothe seconded the motion which passed with a vote of 5-0.

- d. Community Services Director..... Brian Issa
(1) Pipeline Project
(a) Veneta Water Pipeline Update

Brian said the Pipeline Project continues to move forward. The final wetland permit from the Army Corps of Engineers was received on October 5, 2011 and from the Department of State Lands on November 14, 2011. The Biological Assessment is being revised to address additional environmental concerns by including the entire Urban Growth Boundary (UGB). Brian said Nancy Holzhauser did a great job with the assistance with US Fish and Wildlife Services (USFWS). Currently staff is waiting for the letter from USFWS confirming they believe they're on solid ground. Upcoming activities include presenting the Bond resolutions to the Council at the February 27th meeting and design drawings from Murray Smith & Associates are 99% complete. Staff is still waiting for the facility permit from Lane County. LandWatch of Lane County filed their lawsuit naming USFWS and specifically addressing the endangered species act.

Brian said the most recent development is the letter the City received from USDA on February 2, 2012 stating the new project deadline has been moved from September 30, 2015 to September 30, 2013. The Federal Office of Management and Budget set a new deadline for expenditure of funds from the American Recovery and Reinvestment Act (ARRA) via USDA Rural Development. Brian said the new timeline also requires the project to be underway by July 31, 2012.

In response to a question from Mayor Hobart, Brian agreed he doesn't see how USDA Rural Development can change the contract and felt the timeline change is due to Congress putting the heat on to get the project completed sooner than originally stated. He's confident the City can meet the deadline. Also, an extenuating circumstance could validate an extension. He said the Pipeline update sheet was also provided to the areas Congressional representatives.

Mayor Hobart thanked Brian for a very well prepared update.

Brittany Boothe thanked Brian for providing the most thorough and easy-to-follow Pipeline update she has read.

(b) Correspondence from USDA – Rural Development
Council members had no questions.

(c) Complaint filed by LandWatch Lane County
Council members had no questions.

- (2) **Ordinance No. 503** - AN ORDINANCE GRANTING TO LIGHTSPEED NETWORKS, INC, DBA LS NETWORKS, A NON-EXCLUSIVE FRANCHISE AND RIGHT TO CONSTRUCT, OPERATE AND MAINTAIN A FIBER-BASED SERVICE FACILITY; TO OCCUPY CITY RIGHTS-OF-WAY; AND TO PROVIDE FIBER-BASED SERVICES IN THE CITY OF VENETA, OREGON AND REPEALING ORDINANCE NO. 477. Second Reading by Title Only and Final Enactment

MOTION: Thomas Cotter made a motion to approve Ordinance 503 for second reading by title only and final enactment. Marion Esty seconded the motion which passed with a vote of 5-0.

Ordinance 503 was read into the record for second reading by title only and final enactment. The Ordinance becomes effective in 30 days.

- e. Associate Planner.....Kay Bork
(1) Comprehensive Plan Update

Kay said staff has been working on a more streamlined Comprehensive Plan update than was proposed a year ago. Because of the Pipeline Project, the coordinated population number will be included in the Public Facilities Plan (PFP). Kay said in order to reduce the likelihood of litigation; the goal is to have the updates completed prior to the start of the pipeline construction. Legal counsel reviewed staff's plans and recommended staff proceed with the streamlined updates. At the February 6th meeting the Planning Commission also approved the streamlined updates and directed staff to proceed with a presentation to the Council. Kay said staff also has it in writing from DLCD that this is an acceptable path to take. Lane County does not require co-adoption of the plan.

In response to a question from Thomas Cotter, Brian said the draw back of taking this approach is that there will be a few temporary inconsistencies. We'll have an updated PFP and the Transportation System Plan will be updated on its own and adopted separately. DLCD gave their okay to complete the updates in pieces. Brian said based on land use decisions staff would like to close as many avenues to appeal the pipeline project as possible. Brian said staff will bring everything to the Council for adoption at the end of the year.

Mayor Hobart said we need to make sure staff is consistent with what the Lane Area Commission on Transportation (LACT) is working on and how they will be allocating funding.

In response to a question from Mayor Hobart, Kay said the Transportation Plan can be updated at the same time as the PFP, or the process could at least start with the public hearings being held at a later date.

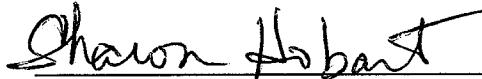
MOTION: Thomas Cotter made a motion to direct staff to begin the process of updating the Comprehensive Plan and Public Facilities Plan to incorporate the new Coordinated Population Number and Utility Master Plans as described. Sandra Larson seconded the motion which passed with a vote of 5-0.

5. OTHER

None

6. ADJOURN

Mayor Hobart adjourned the Veneta City Council at 7:55 p.m.


Sharon Hobart, Mayor

ATTEST:


Darci Henneman, Assistant City Recorder
(minutes prepared by Dhennehan)